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4 copies rec'd:

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NIS COMMITTEE MEETING NO. 256

17 December 1957

1. The following were present:

| | |
|-----------------------|-----------------|
| Mr. R. S. Kain | State |
| Mr. J. A. Minogue | Army |
| *Cdr. J. A. Baldridge | Navy |
| LCdr. H. W. Holschuh | Navy |
| Lt. Col. H. K. Avery | Air Force |
| 25X1A9a | Air Force |
| Mr. Chas. P. Berney | CIA (Chairman) |
| | CIA (Secretary) |

* Alternate for regular member.

2. NIS Annuals

The chairman reported that the Chapter I Task Group had held meetings on 27 November and 13 December with representatives from the member agencies to develop an outline guide and production schedule for the NIS Annuals (refer to Item 6 NCM 254).

The group submitted an Outline Guide (Tentative) for the NIS Annual, dated 21 November 1957, which the NIS Committee approved. The group proposed that a pilot NIS Annual on Poland be produced to serve as a basis for determining capabilities and for developing a feasible production schedule. The NIS Committee approved the proposal and set 1 February 1958 as the deadline for the NIS Annual on Poland, and directed that contributors use a uniform intelligence cut-off date of 1 January 1958. The Committee further stipulated that the NIS Annual on Poland be formally reviewed by the Committee and, as a normal practice, that draft copies of Sections 11 "Significance of New Developments" be distributed to all members concurrently with their submission to OBI.

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The Army member raised the question of including the additional topic "Biographies" of the Annual as a new requirement for future and revised Chapters I, since the holders of a Chapter I would not have this information until its Annual was issued. The Committee deferred decision for further study and, at the suggestion of the Navy member, requested State to develop for the NIS Annual on Poland as an alternate requirement, in addition to "Biographies," a list of high government offices and other important positions with the names of incumbents.

The Committee discussed a number of other questions, including the possible use of graphics in the NIS Annuals. It was the consensus that the Annuals should be kept as simple as possible and developed gradually in the light of experience. The chairman stressed the need to provide interim maintenance for Chapters I in view of their continuing use at the highest levels of Government. He urged the members to give this problem their personal attention so that the most effective means can be developed for producing the Annuals. As a general basis for their development, he quoted the following statement from the tentative Outline Guide:

"The essence of NIS Annual production is the development of simple and direct procedures for review, editing, and publication. Contributions should be at the level of detail associated with Chapter I treatment, and are to be submitted no later than the deadline date of the approved schedule. It is intended that the substance of the contributions be based on the latest information readily available to the contributing agency without additional research; in other words, information which is normally used by an agency in maintaining its appreciation of foreign situations."

3. NIS Memos

The members were handed draft copies of a revised series of NIS Memos No. 1 through No. 5, dated 1 December 1957, which are to supersede the old series of NIS Memos, many of which have become obsolete or have been incorporated into the revised NIS Standard Instructions. When approved by the NIS Committee, the revised NIS Memos will be issued in connection with NIS operational matters only to those holders of the NIS Standard Instructions directly concerned with NIS production.

The chairman requested the members to review the drafts before the next meeting and to indicate the number of sets of the revised NIS Memos which their agencies will require.

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4. Definitions of Map Scales

The Committee considered recommendation of the Chapter IX Subcommittee, contained in memorandum dated 5 December 1957, to the effect that when the terms "large," "medium," and "small" are used to define map scales in the NIS they be defined as follows:

Small Scale - 1:600,000 and smaller
Medium Scale - Larger than 1:600,000, but
 smaller than 1:75,000
Large Scale - 1:75,000 and larger.

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The Army member observed that the original Army proposal was not confined to the use of these definitions in Chapters IX, but to their use throughout the entire NIS. The Committee deferred action on this matter until the next meeting.

5. Downgrading of NIS Material

By memorandum of 2 December 1957 the Air Force member submitted for Committee consideration a request from the Directorate of Intelligence, Continental Air Command, concerning the downgrading of certain portions of Sections 81, 82, and 83 in NIS 26 (USSR). It is planned to utilize this information in the preparation of unclassified material being prepared for the specialized training of reservists in the Intelligence career field.

The Army member suggested that revised material in preparation for the maintenance contribution of Section 81 can be released for OFFICIAL USE ONLY purposes. The Committee approved this procedure and requested the Army member to furnish the revised material to the Air Force member in fulfillment of this requirement. The Navy and Air Force members stated that the requested material from Sections 82 and 83 can be declassified for this purpose.

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a. Listing of NIS Units Not to be Produced

The members were handed copies of a preliminary draft dated 16 December 1957 listing by topic and area NIS units for which there are no production requirements, either because the topic is inappropriate to the area or the relevant intelligence is to be integrated into other NIS units. The chairman asked the members to examine this listing and indicate any desirable changes to it at the next meeting. The revised listing will be distributed to all NIS producing components and will be reviewed annually by the Committee.

7. Changes in NIS Production Schedules

The Committee approved the following proposed changes in the current production schedule:

a. "Key Personalities" on Argentina to be rescheduled from October 1958 to April 1959 to permit time for embassy comments on the results of the new elections.

b. "Key Personalities" on the Netherlands to be re-scheduled from March 1959 to November 1958 to replace the KP on Argentina.

c. Chapters IV and V on Iceland to be produced as individual sections in place of combined chapters as presently scheduled. This action cancels the combined Chapter V on Iceland scheduled for May 1958, and substitutes the following:

Section 53(M) on Iceland for March 1958
Section 55(M) on Iceland for May 1958.

The Army member proposed by memorandum dated 17 December 1957 a number of changes in Chapter II and Chapter III schedules. The Committee deferred action pending examination and review of the proposal by the other members.

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8. The next meeting of the NIS Committee will be held at 1000 hours on Tuesday, 7 January 1958.

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